



Memorandum

From: Chief Balzarini
To: General Manager Adam Cox
Date: March 21, 2024
Subject: Report for the Board of Directors

I will be on vacation and unable to be at the Board of Directors meeting on March 26, 2024. Below are a couple updates for the fire department:

- Staffing for February 2024:
Staffed with 2 personnel, BLS - 7 days
Staffed with 1 personnel, BLS - 21 days
Browned out, no staffing - 1 day
- 2 of the 4 reserve applicants have completed background and will receive official hire letters next week. They will begin their on-the-job training on April 1. The other two are still in the background process.
- Lt. Coates schedule has changed, he is now working Mon from 0800 hours to Wednesday at 1600 hours each week. This is a 56-hour work week.
- Once hired, reserves will be scheduled to work on Monday and Tuesday while they complete their training.
- Staff has been working hard to prepare for the annual Incident Management Support Division Training. This training will take place in early April and is mandatory for all team members.
- I will be working to train the new interim chief in April and May and will officially leave the department on June 1.

A handwritten signature in blue ink, which appears to read 'Matthew D. Balzarini', is located below the list of updates.

Matthew D. Balzarini
Fire Chief